Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:
- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
b) The relevance and quality of academic and research programmes;
c) Equitable access to and affordability of academic programmes for various sections of society;
d) Optimization and integration of modern methods of teaching and learning;
e) The credibility of evaluation procedures;
f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
d) Dissemination of information on various quality parameters of higher education;
e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
f) Documentation of the various programmes/activities leading to quality improvement;
g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the institution;
j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute
a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
b) Ensure internalization of the quality culture;
b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
c) Provide a sound basis for decision-making to improve institutional functioning;
d) Act as a dynamic system for quality changes in HEIs;
e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited Institutions/Departments will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the Institution/Department al IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

i. Details of the Institution/Department

Name of the Institution/Department

JATINDRA RAJENDRA MAHAVIDYALAYA

Address Line 1

Vill + P.O.AMTALA, NOWDA, MURSHIDABAD, WEST BENGAL

Address Line 2

City/Town	AMTALA
State	WEST BENGAL
Pin Code	742121
Institution/Department e-mail address	principal@jrm.org.in
Contact Nos.	03482-247244
Name of the Head of the Institution/Department :	GEETALI BERA
Tel. No. with STD Code:	03482-247107
Mobile:	9434687179
Name of the IQAC Co-ordinator (if any at Department Level):	SUCHARITA MITRA
Mobile:	9732656465
IQAC e-mail address (if any at Department Level):	sucharitamitra22@gmail.com

NAAC Track ID

WBCOXX13314

Website address:

www.jrm.org.in

Institutional Status

University (State /Central/Deemed/Private)	State
Affiliated College	**Yes**
Constituent College	**No**
Autonomous college of UGC	**No**
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	**No**
Type of Institution/Department (Co-education/ Men / Women)	Co-education
Type of Institution/Department (Urban/Rural/ Tribal	Rural
Financial Status(Grant-in-aid/ UGC 2(f) / UGC 12B)	Grant-in-aid, UGC2(f), UGC 12B
Grant-in-aid(Grant-in-aid + Self Financing/Totally Self-financing)	Grant-in-aid + Self-Financing

Type of Faculty/Programme

Faculty	Yes/No
Arts	YES
Science	
Commerce	
Law	
PEI (Phys edu)	
TEI (Edu)	
Engineering	
Health Science	
Management	
Others (Specify)	

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Special status	**N/A**
Autonomy by State/Central Govt. / University	
University with Potential for Excellence	
UGC-CPE	
DST Star Scheme	

UGC-CE	
UGC-Special Assistance Programme	
DST-FIST	
UGC-Innovative PG programmes	
UGC-COP Programmes	
Any other (*Specify*)	

2. IQAC Composition and Activities (if any at department level)

No. of Teachers

10

No. of Administrative/Technical staff

2

No. of students

2

No. of Management representatives

2

No. of Alumni

2

2. 6 No. of any other stakeholder and community representatives

N/A

No. of Employers/ Industrialists

1

No. of other External Experts

1

Total No. of members

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20
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No. of IQAC meetings held

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   4
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No. of meetings with various stakeholders:

Meetings	Numbers
Total No.	2
Faculty	2
Non-Teaching Staff	-
Students	-
Alumni	-
Others	-

Has IQAC received any funding from UGC during the year?

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No
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If yes, mention the amount

Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC(IF ANY AT DEPARTMENT LEVEL)

Total Nos.	International	National	State	Institution/Department Level
2	0	0	0	2

(ii) Themes

Significant Activities and contributions made by IQAC(IF ANY AT DEPARTMENT LEVEL)

1. NAAC Accreditation (Second Cycle) : Visit by NAAC Peer Team and Award of B (Score 239)
2. Organized a Job oriented workshop "Saflya Hater Muthoy"
3. Bio-metric attendance introduce for Teaching and Non-teaching.
4. Sanskrit Honours introduced successfully
5. Introduced Spoken English course for English Honours Student.
6. Block-B fully completed..

Plan of Action by IQAC (IF ANY AT DEPARTMENT LEVEL)/Outcome
The plan of action chalked out by the IQAC (IF ANY AT DEPARTMENT LEVEL) in the
beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Bringing entire college campus under CCTV coverage. 2. Arranging Educational trip, field excursion 3. To organize introductional orientation programme for ist yr students. 4. To organize parents` teachers` for improvement of result of both Hons & General students. 5. To conduct mentoring for absentee students.	1. More CC camera installed for the security of the students. 2. Create environmental awareness through activities of NSS 3. Sanskrit Honours introduced successfully 4. Expansion of existing library. 5. Annex building completed shortly and will be open for use.

 * *Attach the Academic Calendar of the year as Annexure.*

Provide the details of the action taken.

PLAN
1. Bringing entire college campus under CCTV coverage.
2. Arranging Educational trip, field excursion
3. To organize introductional orientation programme for ist yr students.
4. To organize parents` teachers` for improvement of result of both Hons & General students.
5. To conduct mentoring for absentee students.

ACHIVEMENTS

- More CC camera installed for the security of the students.
- Create environmental awareness through activities of NSS
- Sanskrit Honours introduced successfully
- Expansion of existing library.
- Annex building completed shortly and will be open for use.

Part – B

Criterion – I

1. Curricular Aspects

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	16			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	16			

Interdisciplinary				
Innovative				

(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Flexibility of the Curriculum	No
Choice Based Credit System	If yes, give details as annexure
Core	
Elective Option	
Open Options	

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	N.A
Trimester	N.A
Annual	6

Feedback from stakeholders*   *(On all aspects in numbers)*

Alumni	Parents	Employers	Students
			YES

Mode of feedback   : MANUAL

Online	Manual	Co-operating schools (for PEI)
	√	

Please provide an analysis of the feedback in the Annexure

Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As the college is under affiliated system revision of syllabi is carried out by the University

Any new Department/Centre introduced during the year. If yes, give details.

Yes: Sanskrit Honours

Criterion – II
2. Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	9	3	0	Cwtt-1 PTT-10

No. of permanent faculty with Ph.D. 2

No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	1	0	0	0	0	0	0	2	1

No. of :

Guest faculty	6
Visiting faculty	0
Temporary faculty	0

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops			6
Presented papers			5
Resource Persons			1

Innovative processes adopted by the Institution/Department in Teaching and Learning:

- Use of ICT enabled teaching and learning
- Screening documentaries and movies on selected topics.
- Home assignment given to weaker students to help them.

Total No. of actual teaching days during this academic year

140

Examination/ Evaluation Reforms initiated by the Institution/Department (for example: Open Book examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Open Book Examination, Multiple Question, Short Tests

No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study	As Faculty	As Curriculum Development workshop
0	0	0

Average percentage of attendance of students

55%

Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Part –III Examination 2018(Honours)	122	0%	9.83%	68.03%	N.A	11.47%
B.A. Part –III Examination 2018(General)	100	0%	0%	16%	N.A	74%

How does IQAC(if any at department level) Contribute/Monitor/Evaluate the Teaching & Learning processes :

Departments are advised to prepare academic calendar as well as lesson plan for the academic session such as: teaching plan methodology teaching material, assessment plan ,remedial class etc. Encourages participation in self upgradation programme for teaching faculty.

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	6	0	2
Technical Staff	1	0	0	

Criterion – III
3. Research, Consultancy and Extension

Initiatives of the IQAC(if any at department level) in Sensitizing/Promoting Research Climate in the institution

- Encourages the faculty members for paper presentation & publication in referred journals.
- Motivates the faculty to apply Major and Minor Research Projects from various National & Internationals funding agency.

Details regarding major projects **N/A**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

Details regarding minor projects **N/A**

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			10
e-Journals			
Conference proceedings	1	1	3

Details on Impact factor of publications:N.A

Range	
Average	
h-index	
Nos. in SCOPUS	

Research funds sanctioned and received from various funding agencies, industry and other organizations **N.A**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

No. of books published

I. With ISBN No.	04
II. Chapters in Edited Books	09
III. Without ISBN No	10

.

No. of University Departments receiving funds from UGC-SAP	
CAS	
DST-FIST	
DPE	
DBT Scheme/funds	

For colleges

Autonomy	
CPE	
DBT Star Scheme	
INSPIRE	
CE	
Any Other (specify)	

Revenue generated through consultancy **N/A**

No. of conferences organized by the Institution/Department

Level	International	National	State	University	College
Number					2
Sponsoring agencies					

No. of faculty served as experts, chairpersons or resource persons   1

No. of collaborations N.A

International	
National	
Any other	

No. of linkages created during this year N.A

Total budget for research for current year in lakhs :

From Funding agency	NIL
From Management of University/College	NIL
Total	

No. of patents received this year **N/A**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year **NIL**

Total	International	National	State	University	Dist	College/Department

No. of faculty from the Institution/Department **NIL**

who are Ph. D. Guides	
students registered under them	

No. of Ph.D. awarded by faculty from the Institution/Department **N/A**

No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) **NIL**

JRF	SRF	Project Fellows	Any other

No. of students Participated in NSS events:

University level	State level	National level	International level
2			

No. of students participated in NCC events: **NIL**

University level	State level	National level	International level

No. of Awards won in NSS:

University level	State level	National level	International level
nil			

No. of Awards won in NCC: **N/A**

University level	State level	National level	International level

No. of Extension activities organized

University forum	College forum		NCC	NSS	Any other
	2			15	

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Extension activities	*SPECIAL PROGRAMME :*
	1. Date of Programme :-24.02.18
	Sub: Social Survey in Karikarpara
	Venue: Karikarpara
	Number Of Participants-80
	2. Date of Programme :-26.02.18
	Sub: Road safety
	Venue: Street of Amtala
	Number Of Participants-70
	3. Date of Programme :-27.02.18
	Sub: Save Drinking Water
	Venue: College Campus
	Number Of Participants-75
	4. Date of Programme :-05.03.18
	Sub: Modhupur Colony Field Survey
	Venue: Modhupur Colony
	Number Of Participants-76
	5. Date of Programme :-06.03.18
	Sub: Socio- Economic Survey& analysis of the Village of Sankoa Halderpara&Pal para
	Venue: Sankoa Halderpara &Pal para
	Number Of Participants-69
	6. Date of Programme :-07.03.18
	Sub: Family & Child Welfare.
	Venue: College Campus &neighbouring Villages
	Number Of Participants-70
	7. Date of Programme :-08.03.18
	Sub: Social Survey of Raipur Dakshinpara
	Venue: Raipur Dakshinpara
	Number Of Participants-80
	GENERAL PROGRAMME **:**

	1. Date of Programme :-27.01.18
	   Sub: Health& Cleanliness Awareness
	        Programme.
	   Venue: Room No.-13
	   Number Of Participants-75
	2. Date of Programme :-30.01.18
	   Sub: Sense of National Awareness
	        Programme.
	   Venue: Room No.-13
	   Number Of Participants-80
	3. Date of Programme :-02.02.18
	   Sub: Seminar on "Sadbhavabana"
	   Venue: Room No.-13
	   Number Of Participants-70
	4. Date of Programme :-10.02.18
	   Sub: Seminar on "Population a National
	        Problem"
	   Venue: Room No.-13
	   Number Of Participants-75
	5. Date of Programme :-13.02.18
	   Sub: Smoking is injurious to health of
	        Mankind
	   Venue: Room No.-13
	   Number Of Participants-80
	6. Date of Programme :-17.02.18
	   Sub: Consciousness on Environment
	   Venue: Room No.-13
	   Number Of Participants-70
	7. Date of Programme :-21.02.18
	   Sub: Observation of International Mother
	        Language Day
	   Venue: College Ground
	   Number Of Participants-68
	8. Date of Programme :-27.01.18
	   Sub: Health& Cleanliness Awareness
	        Programme.
	   Venue: Room No.-13
	   Number Of Participants-75
	   Red Ribbon Programme
	   Date of programme:-28.03.18
	   Sub: Awareness programme for Voluntary Blood
	        donation &Health Check-up
	   Venue : College Hall
	   Number of participants : 85

Institutional Social Responsibility	*During the year, it was observed that the attendance of the college students was dwindling, as such a drive was started to 'bring the students home (classroom)'. The teachers were organized into groups and sent out to various localities to counsel the irregular students and their guardians and bring the truants back to*

	college. These activities reveal the Institutional Social Responsibility towards the students and the local community which the college serves.

Criterion – IV
4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1505.56 sq m			
Class rooms	20			
Laboratories	0			
Seminar Halls	0			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	259	30	Govt. of West Bengal and College Fund	289
Value of the equipment purchased during the year (Rs. in Lakhs)	4,63,142	135030	Govt. of West Bengal and College Fund	598172
Others				

Computerization of administration and library

Library services at Department Level:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books Reference Books & Others	21029	1926130	1912	237486	22941	2163616
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	38	nil	10	nil	nil	14	nil	04
Added	01	nil	05	2	nil	0	nil	01
Total	39	nil	15	2	nil	14	nil	05

Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Training of computer usage to staff on regular periodical basis.

Amount spent on maintenance in lakhs :

i) ICT	2,56529
ii) Campus Infrastructure and facilities	1,97524
iii) Equipments	0.87509
iv) Others	nil
Total :	5,41562

Criterion – V
5. Student Support and Progression

Contribution of IQAC(IF ANY AT DEPARTMENT LEVEL) in enhancing awareness about Student Support Services : Students orientation Programme is conducted at the beginning of every academic session where newly admitted students are made aware about the various student services available in the college. IQAC also renders these information by publishing it on college website and prospectus.

Efforts made by the Institution/Department for tracking the progression : The alumni association though not formally registered provides and informal database of student progression during intraction.

(a) Total Number of students

UG		PG		Ph. D.		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Man	Women
676	936	nil	nil	nil	nil	nil	nil	545	666

(b) No. of students outside the state **NIL**

(c) No. of international students **NIL**

	In numbers
Men	
Women	
Total	

(d)

Last Year								This Year											
General		SC		ST		OBC		Physically Challenged		Total		General		SC		ST		OBC		Physically Challenged		Total
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
602	807	54/45		01/03		142/178		01	00	800/1033=**1833**		475	679	38/35		1/0		161/222		1/0		**676/936**	

(e)

Demand ratio	1:1.73
Dropout %	31% Mid term

Details of student support mechanism for coaching for competitive examinations (If any)
No. of students beneficiaries

No. of students qualified in these examinations N.A

NET	SET/STET	GATE	CAT	IAS/IPS	State PSC	UPSC	Others

Details of student counselling and career guidance N.A

No. of students benefitted

Details of campus placement N/A

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

Details of gender sensitization programmes
The Institution is a co-ed college. Therefore gender sensitization is an important subject the women cell organizes lectures seminars for gender awareness. It also organizes multiple awareness programme through essay writing, quiz competition etc.

Students Activities

No. of students participated in Sports, Games and other events

State/ University level	01
National level	00
International level	00

No. of students participated in cultural events

State/ University level	00
National level	00
International level	00

No. of medals /awards won by students in Sports, Games and other events: Sports : NIL

State/ University level	
National level	
International level	

No. of medals /awards won by students in Sports, Games and other events: Cultural: NIL

State/ University level	
National level	
International level	

Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution/Department	138	40150
Financial support from government (MINORITY,OBC,SC,ST)	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

Student organized / initiatives Fairs: NIL

State/ University level	
National level	
International level	

Student organized / initiatives Exhibition: NIL

State/ University level	
National level	
International level	

No. of social initiatives undertaken by the students: **15 NSS**

Major grievances of students (if any) redressed: No

Criterion – VI
6. Governance, Leadership and Management

State the Vision and Mission of the institution

VISION:

Our Mahavidyalaya, ensconced in the natural surroundings of the rural area of Murshidabad, is a beacon of hope for students of this financially backward belt, with a hunger for knowledge and growth. Our vision is to respond to the changing social realities of this region and empower the next generations of learners with values of dignity, equality, social justice and human rights for all. There is special emphasis on the higher education of the female population, mostly from the minority community, to help them voice their struggles and aspirations.

MISSION

1. It is a challenge to initiate the need and hunger for education in unlearned masses in these rural areas. We strive to better ourselves in every sphere to provide improved and easy access to knowledge for the backward population of our region.

2. Female education and self-awareness is of paramount importance as majority of women in this area is uneducated and suffering from various superstitions which impede their progressive thinking. The importance of this institution in this remote neighbourhood is evidenced by the fact that almost 50% students are female students and specifically from the minority community.

3. In keeping with the agricultural way of life, students are to be initiated into scientific modes of thinking. Thus an attempt is made to amalgamate the two for an improved lifestyle, at the same time restrict brain-drain from this rural sector so that more educated youth -generations strive to remain here and not get sucked up into the fascination of going towards the urban way of life.

Does the Institution/Department has a management Information System **:The Institution does not have an MIS. Though the working of administrative office and library is full computerized.**

Quality improvement strategies adopted by the Institution/Department for each of the following:

Curriculum Development

The curriculum set by the Kalyani University is followed by the teaching faculty of the Institution. However, considering the merit and ability of our students, we often expand our teaching with additional reference material. In this year new curriculum and syllabus of Bengali education English are commenced which includes project work and educational tour etc.

Teaching and Learning

- Virtual classroom is being utilized for teaching purpose..
- Department of English introduced A Short term Course on Spoken English.

Examination and Evaluation

- Along with the paper evaluation system, seminar presentation and home assignment based evolution started.

Research and Development

- The faculty members are encouraged to take part in various seminars and conferences rlelated to their research topics.
- The faculty members are encouraged to publish their research and thematic articales in multidisciplinary research journals and National & International journals.

Library, ICT and physical infrastructure / instrumentation

- Free Wifi access to library users
- Public address system.
- New computer printer purchased for Teachers Room.

Human Resource Management

* Faculties are motivated to develop themselves by participating different workshops, seminars.

* College has made up the full time staff shortage by recruiting guest faculties .

* The college encourages to guest faculties for qualifying in the NET/SET Exam and and to participate in Ph.D programme.

* College releases the teachers concerned for refresher course, orientation programme, seminar and conferences.

* They take part in extension activities.

Faculty and Staff recruitment

Faculty and staff recruitments are done as per Government and University norms.

Industry Interaction / Collaboration **N/A**

Admission of Students

Admission is done through online admission process and online counseling, strictly on the basis of merit. There is an Admission Committee in charge of this process. All details are provided through website, college notice board, annual prospectus and SMS facility.

Welfare schemes for

Teaching	Loan facility is given by the College Cooperative Society. Loans from PF Account and Cooperative Account are provided to Teaching Faculty.
Non teaching	Loan facility is given by the College Cooperative Society. Loans from PF Account and Cooperative Account are provided to Non- Teaching Staff. Festive Bonous, Advance provided. Swasthya sathi scheme from West Bengal Govt.
Students	- Poor students' Aid Fund - Financial aid from Govt. like post matric SC.ST.OBc and Minority development. - Students' Health Home - Tuition Fees waiver.

Total corpus fund generated **NIL**

Whether annual financial audit has

been done :**Yes**

Whether Academic and Administrative Audit (AAA) has been done? N/A

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

Does the University/ Autonomous College declare results within 30 days?

For UG Programmes	No

For PG Programmes	Yes/ No NA

What efforts are made by the University/ Autonomous College for Examination Reforms? N/A

What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?N/A

Activities and support from the Alumni Association N/A

There is no formal Alumni Association

Activities and support from the Parent – Teacher Association

There is no formal Parent-Teachers 'Association, however, parent teachers meeting in certain intervals by faculty members are being able to develop a bunch of feedbacks, some of which found sutaible to initiate in the upgradation of some departments.

Development programmes for support staff

There is an Employees' Cooperative Society which is always ready to help with support staff. Festival bonus also provided to support staff.

Initiatives taken by the Institution/Department to make the campus eco-friendly

- Install a permanent solid Waste Disposal Bin within the college campus.
- Tree plantation
- Campus cleaning.
- Awareness programme on Environment.

Criterion – VII
7. Innovations and Best Practices

Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- No of female students in college has exceeded no of male students due to college efforts to attract girls to higher studies.
- To ensure greater safety of students, especially girls students increased no CCTVs have been installed within the all classroom.
- Providing counseling and mentoring services to the students-teachers to ensure mental helath of the students.
- Adoption of principle of inclusiveness, and organizing programmes that promote sense of belonging ness and respect for others.

Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- More CC camera installed for the security of the students.
- Create environmental awareness through activities of NSS
- Sanskrit Honours introduced successfully
- Expansion of existing library.
- Annex building completed shortly and will be open for use.

Give two Best Practices of the Institution/Department

BEST PRACTICES

(GIVEN BELOW IN DETAIL)

Title of the Practice 1:

EDUCATIONAL OPPURTUNITES TO ACADEMICALLY WEAK STUDENTS

Objectives of the Practice:

To felicitate academically weaker students.

The Context:

College believes that academically weak student do not remain weak throughout. There is a possibility that there are weak areas which needed attention. Educational Institutions play an important roll in mentoring students to improve the weak and on the other hand, nurture and further improve the academically strong student. From this prespective our college has adopted a policy to admit any students in General Course irrespective of their marks.

The Practice:

To facilitate weaker students during admission there is no cut-of marks for admission in general course. In class room weaker students are identified by class test participation and response during teaching learning process. Each department constantly monitors the performances of the students. Even guardian/parents sign an under taking that they will make efforts to help their wards by co-operating with the college efforts.

Problems Encountered and Resources Required:

There was a lack of enthusiasm among some students.

Evidence of Success:

The evidence of success of this practice is that the class attendance and pass percentage of the final exam is better than previous year.

Title of the Practice 2:

Deconstructing Mental health for students :

Objectives of the Practice:
To create awareness regarding probable emotional challenges faced by students.

The Context:

Often teachers are unaware of the problems faced by students and the factors that contribute to successful learning. Students struggle with multiple challenges of an emotional natures that adversely affect and act as a hindrance of learning.

The Practice:

A workshop on "The Deconstructing Mental Health" was conducted by the college. Dr. Banalota Adhikary to acquaint teachers with student's problem and to provide students with a much needed emotional support.

Problems Encountered and Resources Required:

Human psychology is a complex to understand. The workshop was an introduction to a difficult and pertinent issue. A single workshop is not enough to capture the enormity of an issue such as Mental Health.

Evidence of Success:

Faculty have mention a good rapport being built between students and teachers.

Contribution to environmental awareness / protection

- Install a permanent solid Waste Disposal Bin within the college campus.
- Tree plantation
- Campus cleaning
- Awareness programme on Environment.

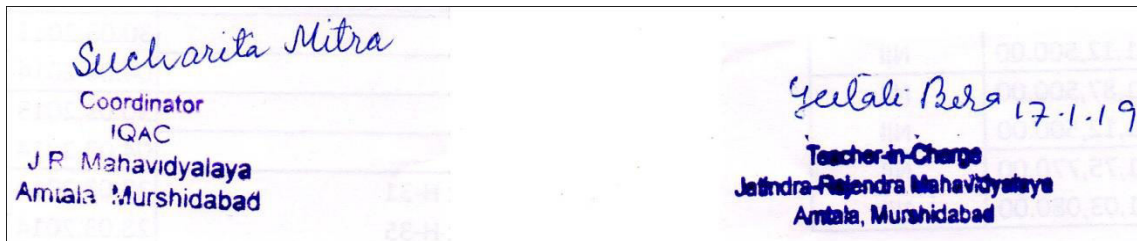Whether environmental audit was conducted? No

Any other relevant information the Institution/Department wishes to add. (for example SWOT Analysis)

8. Plans of Institution/Department for next year

- To organize State and National level seminars.
- To Introduce PG Programme under Netaji Open University
- To organize motivational talk by experts.
- Providing better Internet facilities and system update.

Name Sucharita Mitra

Name Geetali Bera

Sucharita Mitra
Coordinator
IQAC
J R Mahavidyalaya
Amtala Murshidabad

Geetali Bera 17.1.19
Teacher-in-Charge
Jatindra-Rajendra Mahavidyalaya
Amtala, Murshidabad

Signature of the Coordinator

Signature of the Chairperson

***

JATINDRA RAJENDRA MAHAVIDYALAYA
ESTD – 1986
P.O –Amtala, Dist – Murshidabad, Pin Code – 742121
ACADEMIC CALENDER 2017 -2018

Month	Teaching Days	Working Days	Exam Days	Scheduled Breaks & Other Activites
July	19	25	University Exam(6 days)	Dr. Bidhan Ch. Roy Birthday
August	07	25	University Exam (16 days)	Independence Day, Janmashtami
September	16	18	University Exam (01 days)	Eid- ud-zoha, Mahalaya, Teachers' Day Celebration, Puja Vacation
October	06	06	Nil	Puja Vacation, Chat Puja, Jagadhatri Puja
November	23	24	Nil	K.U. Fundation day, Guru Nanak Jayanti
December	13	17	Test Exam- Part III(04 days)	College Foundation Day, Fateha-doaz-daham, Winter Recess
January	17	22	Test Exam- Part III(04 days)	New Years Day, Vivekananda's Birthday, Netaji Jayanti, Republic Day, Saraswati Puja,
February	15	23	Test Exam- Part II(08 days)	Shibaratri
March	04	22	University Exam(9 days) Test Exam- Part I(09 days)	Holi, Good Friday, Easter Saturday
April	23	23	Nil	Ambedkar Jayanti, Buddha Purnima
May	05	16	Nil	May Day, Rabindra Jayanti, Sabebarat, Training Programme For Panchayet Election and Police requisition (8 days)
June	Nil	25	University Exam (12 days)	Eid- Ul- Fiter
Total -	**148 Days**	**246 Days**	**-**	**67 Days**